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DD/R # 275-62

Distribution:

Orig & 1 - Addressee

1 - [REDACTED] 25X1A9a

21 JUN 1962

1 - DD/R Subject

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DDR: [REDACTED] :6561:bb

MEMORANDUM FOR: Deputy Director (Support)

25X1A9a

SUBJECT: Support Staff for DD/R

1. Pursuant to our conversation of 18 June, there is attached for your approval a Proposed Table of Organization for a small support staff. The provision of personnel ceiling authorization is also necessary. This staff is needed on an urgent basis to serve the administrative needs of the immediate office of the DD/R, and the new office currently being formed consolidating the Agency's ELINT activities.

2. It would be most desirable to all offices concerned if the transfers of personnel, funds, logistical support, etc., could be accomplished as early as possible in the new fiscal year. It is also requested that suitable incumbents for these positions be supplied from the Career Services of your organization. It is my further desire that DD/R support positions be manned by you as a matter of over-all policy.

3. In the interest of economy, I am not requesting an Administrative Specialist to supervise this staff at this time in the belief that it will be possible for one of the more senior specialists to serve as supervisor for the group in addition to his specialized function. It would be appreciated, therefore, if in the selection of the Personnel Officer or the Budget and Finance Officer, an individual with appropriate aptitude and experience to serve as supervisor could be found.

4. Please call upon [REDACTED] of my office for any further information or assistance that may be required in connection with this request.

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Signed Herbert Scoville, Jr.

HERBERT SCOVILLE, JR.

Deputy Director  
(Research)

Attach: Proposed T/O